



## **DHS-FAMILY PROTECTION TRAINING COORDINATOR**

### **CHARACTERISTICS OF WORK:**

This is specialized work involving the planning and implementation of professional development workshops and Mississippi Automated Child Welfare Information System (MACWIS) training for the Division of Family and Children Services of the Mississippi Department of Human Services. Incumbents are responsible for the programmatic intensive, on going refresher, and advanced skills training of the Division of Family and Children Services of the Mississippi Department of Human Services. Work is performed under the general supervision of the DHS-Family Protection Training Director.

### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Education:**

Must be licensed to practice Master's Level Social Work (LMSW) in the State of Mississippi;

**AND**

#### **Experience:**

Five (5) years of experience in social work, including one (1) year of supervision experience and one (1) year of training experience.

**OR**

#### **Education:**

Must be licensed to practice Bachelor's Level social Work (LSW) in the State of Mississippi and must have completed (30) semester hours of graduate level social work education;

**AND**

**Experience:**

Five (5) years of experience in social work, including one (1) year of supervision experience and one (1) year of training experience.

**OR**

**Education:**

Must be licensed to practice Bachelor's Level Social Work (LSW) in the State of Mississippi;

**AND**

**Experience:**

Six (6) years of experience in social work, including one (1) year of supervision experience and one (1) year of training experience.

**Documentation Required:**

Applicant must attach a copy of his/her current wallet sized social worker license.

**NOTE:**

Incumbent must possess a valid driver's license and proof of insurance which will be verified by the hiring agency.

**PHYSICAL REQUIREMENTS:**

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

**Moderate Work:** May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Peripheral:** Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

**Ability to adjust focus:** Ability to adjust the eye to bring an object into sharp focus.

**Speaking/Hearing:** Possesses the ability to give and receive information through speaking and listening skills.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stoop, kneel, crouch, or bend. The incumbent is occasionally required to climb or balance.

## **COMPETENCIES:**

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

### **PUBLIC SECTOR COMPETENCIES:**

**Integrity:** Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

**Work Ethic:** Is productive, diligent, conscientious, timely, and loyal.

**Service Orientation:** Demonstrates a commitment to quality public service through statements and actions.

**Accountability:** Accepts responsibility for actions and results.

**Self Management Skills:** Effectively manages emotions and impulses and maintains a positive attitude.

**Interpersonal Skills:** Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

**Communication Skills:** Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

**Self-Development:** Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

### **TECHNICAL COMPETENCIES:**

**Training and Teaching Others:** Identifies the educational needs of others, develops formal educational or training programs or classes, and teaches or instructs others.

Trains division staff through workshops and classroom field instruction to ensure accomplishment of division goals and mandated laws. Is responsible for the intensive, on going refresher, and advanced skills training for the division. Determines training needs of the division. Ensures the Child Welfare Professional Development Workshop curriculum is taught as written and approved.

**Planning and Evaluating:** Sets priorities and determines resource requirements; determines short and long range goals and strategies to achieve them; coordinates with others to accomplish goals; monitors progress and evaluates outcomes.

Maintains workshop supplies for the Region. Arranges site locations and ensures MACWIS access for training classes. Reviews and provides input regarding curriculums and workshop tests. Develops logistics for training session.

**Managing and Organizing Information:** Organizes and maintains training schedules, materials, and paperwork.

Organizes and schedules training programs. Organizes and maintains training materials, which include instructional media and handouts. Requests and maintains workshop supplies. Maintains records of rooming list, sign in/sign out sheets, tests, and evaluations.

**Technical Communication:** Effectively conveys information through writing or speech about a specific topic to an intended audience.

Adjusts communication style to most effectively connect with audience. Communicates information concisely and clearly. Checks with audience to ensure messages have been understood. Explains complex concepts clearly and at appropriate level of detail.

**Service Motivation:** Possesses the ability to energize people by explaining how their roles and activities contribute to the achievement of the division's mission and vision statement.

Exerts a high level of effort and perseverance toward goals attainment. Displays high standards of attendance, punctuality, enthusiasm, vitality, and optimism in approaching and completing tasks

**Technology Application:** Possesses computer skills and knowledge of computer applications and programs (such as MACWIS, Power Point, and Word, etc.).

Demonstrates skill in using word processing software; spreadsheet software; databases; and internet search tools.

**Social Work:** Possesses knowledge of social work methodologies, procedures, and practice.

### **ESSENTIAL FUNCTIONS:**

**Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:**

1. Plans and implements training for the Division of Family and Children Services of the Mississippi Department of Human Services.
2. Conducts MACWIS workshops and maintains a working knowledge of the MACWIS application.

### **EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Determines staff development training needs of Family and Children Services staff.

Conducts training throughout DHS regions and a other offsite locations.

Conducts workshops for resource workers on training for resource families.

Coordinates and facilitates specialized training referencing the child welfare setting.

Coordinates, records, and reviews the Child Welfare Professional Development Certification Test and examination process.

Is responsible for logistics and scheduling of training sessions and professional workshops.

Arranges site locations and ensures MACWIS access for all training workshops.

Provides regional workshop schedules statewide to include information such as dates, times, and locations for workshops.

Maintains data files for each training class and submits to Training Director once workshop is completed.

Requests and maintains workshop supplies for the Region.

Ensures Child Welfare Professional Development Workshop curriculum is taught as written and approved.

Scores Child Welfare Professional Development Workshop tests and enters scores into MACWIS.

Maintains working, professional relationships with other agency staff, area hotels, and other vendors.

Ensures computers and equipment are handled properly before, during, and after all computer exercises.

Completes inventory transfer/property logs for the purpose of transferring equipment between agency staff.

Maintains licensure/certifications through continuing education/social worker units.

Reviews and provides input regarding curriculums and workshop tests.

Administers and compiles workshop evaluations and submits summary to designated parties.

Obtains accurate research information on child welfare practices.

Performs related or similar duties as required or assigned.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.